



**CULTURE AND ARTS COMMISSION
AGENDA**

Thursday, June 20, 2019 • 6:30 p.m. • San Bruno City Hall, 567 El Camino Real, Room 115

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:** Chair Pamela Gamble, Vice Chair Melissa Rohlf, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** May 16, 2019
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
8. **NEW BUSINESS:**
 - a. Commissioner Duties and Responsibilities Training
 - b. Review of Submissions for the Community Art Gallery Program - Selection of Artists
9. **ITEMS FROM COMMISSION MEMBERS:**
10. **ITEMS FROM STAFF:**
 - a. Clean Sweep Flea Market (Oral)
11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, July 18, 2019 at 6:30 p.m. at City Hall, 567 El Camino Real, Room 115, San Bruno.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

**Culture and Arts Commission
May 16, 2019**

1. **CALL TO ORDER/ROLL CALL:** Chair **Gamble** called the meeting of the Culture and Arts Commission to order at 6:33 p.m. Commissioners Present: Chair Pamela Gamble, Jeanne George, Janet Monaghan, Judith Puccini, Vice Chair Melissa Rohlfs, and Melodie Tobin. Excused Absence: Pamela Madden. Staff Present: Joanne Magrini and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner **George** led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** **MSC Tobin/Monaghan**. Accepted unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
 - a. Presentation of San Mateo Avenue Streetscape Plan Conceptual Design
 - b. Selection of Movies in the Park for Community Voting
10 movies selected for website for voting – Accepted 5-0-2.
 - c. Review of Submissions for the Community Art Gallery Program – Selection of Artists
– postponed until June meeting
9. **ITEMS FROM COMMISSION MEMBER:**
10. **ITEMS FROM STAFF:**
 - a. Traffic Signal Controller Boxes Art Project Update (oral)
Superintendent Wallace stated that the contracts have been signed. Artists are starting their work.
11. **ADJOURNMENT:** With no other business to be conducted, **Chair Gamble** adjourned the meeting at 7:38 p.m.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: June 20, 2019
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Commissioner Duties and Responsibilities Training

BACKGROUND:

Three Culture and Arts Commissioners have been members of the Commission for approximately one year or less. Two of those commissioners have not received any training in regards to the legal duties and responsibilities they hold as commissioners. At the February 2019 Commission meeting several commissioners indicated they would welcome a discussion of their duties and responsibilities.

DISCUSSION:

Marc Zafferano, San Bruno City Attorney, will present to the Commission their legal duties and responsibilities, including the Brown Act. Commissioners will be given the opportunity to ask questions of Mr. Zafferano regarding commissioner duties and responsibilities.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO
COMMUNITY SERVICES DEPARTMENT

DATE: June 20, 2019

TO: Culture and Arts Commission

FROM: Tim Wallace, Community Services Superintendent

SUBJECT: Review of Submissions for the Community Art Gallery Program and Selection of Artists

BACKGROUND:

Each year the Culture and Arts Commission produces a call for artists for the Community Art Gallery program. The Commission then selects three artists to exhibit their works at the Library for four months each, in succession.

DISCUSSION:

A Call for Artists was developed and distributed with a deadline date of March 15. The Commission received 14 submissions for consideration. Each artist submitted at least five, but not more than 15 digital images of the works they proposed to exhibit. These images have been transferred to a PowerPoint slideshow which will be shown to the Commission at its June meeting. The Commission is requested to select three artists to exhibit works.

The Commission is requested to make its selections based on technical expertise, creativeness and appropriateness of the images. San Mateo County artists will be awarded extra consideration to recognize their contribution to the local community.

Winning artists will be notified of the results on June 24. These artists will begin exhibiting their works at the San Bruno Library in July.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.